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15 October 1954

MEMORANDUM FOR: The Deputy Director (Administration)

SUBJECT: Request for Assignment of Additional T/O Slot  
to the Regulations Control Staff

1. It is requested that the Regulations Control Staff personnel ceiling be increased by the addition of a Clerk-typist, GS-4, position. A chart showing the present organization of the Staff is annexed. (Annex A)

2. This request is supported by the following facts:

a. Numerous control functions now existing in the Staff are exercised by various individuals. (Annex B) It is proposed to centralize the control functions in the hands of a single clerk, who will then have little or no time left for typing duties. The addition of the Clerk-typist, GS-4, will promote Staff efficiency by allowing the centralization. The proposed reorganization is shown as Annex C.

b. The present clerical section of the Staff is loaded to such an extent that an average of 40 man-hours per pay period overtime is now required on the part of the clerks to accomplish minimum requirements without backlog reduction of an appreciable nature. The workload of the Regulations Control Staff has increased steadily, without the assignment of additional responsibilities, since the inception of the Staff. (Annex D)

c. Realignment of the work flow to include correlation of duties as proposed will enable the Staff to use one clerk at a GS-7 level on a full-time basis to handle all routing and distribution of a regulatory issuance from the time it enters the Staff as a draft until it is printed and in the hands of the customer.

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d. Typing duties relinquished by the control clerk will be assumed by the additional clerk, who will assist in tasks performed by other clerical personnel to reduce backlog and eliminate a portion of the overtime.

e. A job description is attached. (Annex E)

3. It is recommended that this request be approved.



Chief, Management Staff

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Annexes

- Tab A Present Organization of the Regulations Control Staff
- Tab B Flow Chart, Agency Regulatory Issuances
- Tab C Proposed Reorganization of the Regulations Control Staff
- Tab D Work Load Graph, Regulations Control Staff,  
October 1953 - August 1954
- Tab E Position Description, Clerk-typist GS-4

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